

NATIONAL WEATHER SERVICE POLICY DIRECTIVE 1-4
JULY 16, 2003

Administration and Management
HUMAN CAPITAL

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OPR: CFO3 (J. Conyers)
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Certified by: CFO/CAO (I.T. David)

1. This directive defines the authorities and responsibilities to manage and maintain human capital within the National Weather Service (NWS). Human Capital planning is a systematic method of determining an organization's future workforce requirements, assessing its current workforce and developing strategies to close the identified gaps. The goals of the NWS are to:
 - a. Ensure a pro-active approach to changes in science, technology, service, etc.
 - b. Facilitate the need for employees to receive training and retraining in impacted areas.
 - c. Provide a planned approach to recruitment and retention.
 - d. Ensure continuity in NWS leadership by implementing a succession planning program.
2. This directive assigns the following authorities and responsibilities:
 - 2.1 The Assistant Administrator for Weather Services is responsible for policy, programs, and resource advocacy for human capital initiatives.
 - 2.2 The Workforce/Human Capital Committee is a decision making body responsible for:
 - a. Establishing NWS Human Capital practices, policies, and procedures.
 - b. Implementing Executive Committee decisions and actions.
 - c. Providing guidance and information to NWS management on human capital topics and issues.

3. Development and Evaluation of NWS's human capital plan is redelegated from the Workforce/Human Capital Committee to the Chief Financial Officer/Chief Administrative Officer (CFO/CAO).
4. This policy directive is supported by the references and glossary of terms listed in Attachment 1.

<u>Signed by John E. Jones</u>	<u>07/02/03</u>
John J. Kelly, Jr.	Date
Assistant Administrator	
for Weather Services	

Attachment

Attachment 1

REFERENCES AND GLOSSARY OF TERMS

Procedural Directives

NWS Manual 1-401, Employee Recognition

NWS Instruction 1-403, SMART Suggestion Program

NWS Instruction 1-404, Internal (Employee) Communications

NWS Instruction 1-405, Maintenance and Operation of the NWS Employee Resources and Best Practices Web Site

NWS Instruction 1-406, Orientation Program

Terms

Workforce/Human Capital Planning was established by the NWS Director on December 27, 2000, as a standing committee of the NWS Corporate Board.

Executive Committee - The Executive Committee provides oversight of Corporate Board committees and has final approval authority for all committee decisions. The Executive Committee will resolve any issue not resolved within the four main working committees.

Impacted Areas - The positions in which new skills and competencies are needed.